

## **CITY OF KELSO**

### **POSITION OUTLINE**

POSITION TITLE: Water/Sewer Maintenance Technician  
DEPARTMENT:  
SUPERVISOR: Water/Sewer Maintenance Supervisor  
CLASSIFICATION: R18

### **POSITION OVERVIEW**

This position can perform various tasks in the field, office and Water Treatment Plant. The skilled labor in support of the construction and maintenance of the City Water Distribution System and Sanitary Sewer Systems to contribute to their safety and functionality and may be trained at the Water Treatment Plant to be Relief Operator.

### **REPORTING RELATIONSHIPS**

This position reports to the Water/Sewer Maintenance Supervisor or designated lead. No full time employees report to this position.

### **DEPARTMENT NATURE AND SCOPE**

The City of Kelso operates and maintains 63.4 miles of water distribution system pipe with five pump stations, four pressure zones and eight reservoirs. The water supply is provided by a Ranney collector with a 3.6 MGD iron removal facility in excess of 941 main line water valves. There are approximately 400 fire hydrants and 400 fire hydrant valves with 4,586 water service connections.

The Sewer collection system consists of 52.2 miles of pipe, in excess of 500 manholes and eleven pump stations. Sewage is transported to a regional treatment plant serving the communities of Longview, Kelso and the urban areas surrounding the cities.

### **WORKING ENVIRONMENT**

This position incumbent frequently performs duties within the public right-of-way without regard to weather conditions. The responsibilities of the position frequently place the employee in close proximity to heavy construction equipment, excavation projects, hazardous weather conditions, biological hazards, traffic hazards, confined spaces, falling hazards and trenching hazards. The incumbent may also work in a controlled, sheltered water treatment facility which is characterized by hydraulic pumps, water delivery pipes, and water treatment chemicals. The incumbent may be exposed to residual gas fumes and noise.

## **QUALIFICATIONS**

1. Education: High school diploma or G.E.D.
2. Experience: One year in a construction environment and/or one year in water treatment plant operation and maintenance or equivalent.
3. Certifications and Licenses: Flagging certification, Washington State motor vehicles license with commercial driver's endorsement, Labor and Industries First Aid Card with cardio-pulmonary certification (secured within 90 days of hire.) Specific job assignment may require Washington State DOH Water Distribution Manager 2 certification and ability to attain Washington State DOH Water Treatment Plant Operator 2 (within 2 years).
4. Equipment Used (ability to learn): Light duty vehicles, compactor, jackhammer, pump, air compressor, tapping machine, dump trucks, backhoe, trenchers, cut off saw, hand tools, line locator, three axle VAC truck with high pressure cleaning machine and the ability to safely and professionally operate a wide range of other small power and hand tools. Use and monitor atmospheric detection equipment. Use of laser levels and transits, Water treatment equipment and office equipment (computer, calculator, fax, telephone).
5. Thorough knowledge of the procedures, practices, methods, materials and equipment used in the construction, maintenance and repair of the water distribution system and sewer collection system.
6. Knowledge of State and Federal regulatory agency standards and regulations regarding water systems.
7. Ability to use basic oral and written communication in the performance of duties and responsibilities.
8. Knowledge of and adherence to the safety standards, practices and procedures relating to all facets of the job.
9. Working understanding of:
  - a. Water chemistry
  - b. Hydraulics
  - c. Basic electrical
  - d. Water plant operations
  - e. Storage and transport systems
10. Record keeping skills.
11. This position should be capable of acquiring the basic skills to perform routine Water/Sewer technician functions.

## **ESSENTIAL WORKING CONDITIONS**

**Physical:** Ability to safely lift 100 pounds without assistance and pull up to 150-pound manhole cover. The incumbent must be capable of frequent bending, standing, kneeling and maintaining continual physical activity during the workday.

**Mental:** Ability to make responsible decisions while in the field in order to assure a safe working environment and accomplish assigned duties. Ability to work independently within general guidelines. Ability to think clearly under stress and work alone.

## **ESSENTIAL JOB FUNCTIONS**

### **I. Water Distribution System**

- A. Respond to calls for locates.
- B. Respond to citizen concerns.
- C. Some concrete construction including forming, pouring and finishing sidewalks, curbs, driveways, approaches and manholes.
- D. System monitoring.
- E. Assists meter reader and City Hall
- F. Assist maintenance crew, Utility Dept. and Engineering Techs as requested.
- G. Inventory materials purchased and used.
- H. Flushing lines
- I. Reservoir maintenance.
- J. Hydrant maintenance and valve actuation.
- K. Installation and maintenance of water mains and related equipment and services.
- L. Perform routine maintenance of pumps and electrical systems in pump stations.
- M. Maintain files and records.

### **II. Wastewater Treatment Plant**

- A. Assist and receive on-the-job training with Water Treatment Plant personnel.

### **III. Sewer Collection System Maintenance**

- A. Sewer installation.
- B. Clean sewer mains.
- C. Manhole maintenance
- D. Respond to citizen concerns.
- E. Inventory materials purchased and used.
- F. Repair or replace broken pipes.
- G. Respond to calls for locates.
- H. Restore rockwalls, lawns, landscaping and fences to owner satisfaction
- I. Maintain files and records.
- J. Perform routine maintenance of pumps and electrical systems in pump stations.

**IV. Equipment Operation and Maintenance**

- A. Safely and professionally operate equipment necessary to install and maintain water distribution and sewer collection systems.
- B. Perform routine inspection and maintenance necessary for the efficient and safe operation of the equipment. This includes monitoring fuel, battery, windshield, oil, water, grease, brakes, tires, etc.
- C. Report problems and coordinate the repair of equipment with the motor pool.

**V. Service Objective - Responsibilities to Citizens and Taxpayers**

- A. Courteous and respectful.
- B. Responsive to citizen requests.
- C. Cost effective use of city resources.

**VI. Supportive Work Environment**

- A. Treat other employees with respect.
- B. Support a positive work environment and cooperation with team members.
- C. Communications.
  - 1. Keep others informed of work issues and programs by maintaining quality communications.
  - 2. Work to resolve issues of conflicting personalities and needs.
  - 3. Display initiative to resolve problems and capitalize on opportunities in the job.
- D. Maintain a work environment supporting fair and equal treatment of employees within Equal Opportunity Employment Guidelines.
- F. Assist contractors and inspect in a positive professional manner, establishing a quality working relationship.
- G. Set up and monitor traffic control to state and federal standards for City projects.
- H. Pressure and bacteria samples on all new construction.
- I. Observe and obey trenching standards.

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.